Newsletter

APRIL
2001

Staff Contacts:

User Issues

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Program Issues

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Policy/Audit Issues

- Richard Lampman, Policy/Planning, Mgr
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- Oliver Bradshaw, Audit Supervisor
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Security Issues

- Anne Wilmoth   ext. 222
- Melanie Morrison   ext. 204
- Sue Kelly-Graham   ext. 220

DATES TO REMEMBER!!

- 4-13-01 LIDS Submission Due Date
- 4-16-01 LIDS Quarterly Voucher Created
- 4-17-01 LIDS Quarterly Voucher Approved
- 5-14-01 LIDS Submission Due Date

NOW AVAILABLE!

July 1, 2001 **_LIDS Batch File Layout_** is available on the Compensation Board's website . Please advise your program vendors to visit our website for the July 1 updates. **www.cns.state.va.us/compboard**
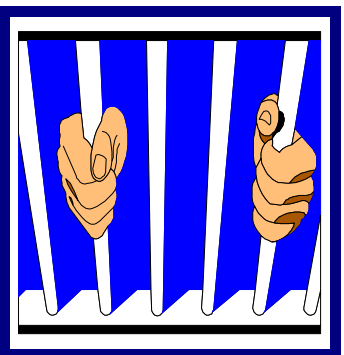
LIDS TRAINING REQUIREMENTS

LIDS Technicians are required to complete Compensation Board sponsored LIDS training once every 12 months. If an appointed LIDS Technician has *not* completed Compensation Board provided LIDS training in the 12 months prior to appointment, the training must be completed within 45 days after appointment.
Basic LIDS training is held every 3rd Wednesday of each month in Richmond.

See the Compensation Board's website for details: **www. cns.state.va.us/ compboard**.
Contact Sue Kelly-Graham @ (804) 786-0786 Ext. 220 or Alice Coe @ Ext. 207 if you require Basic LIDS training.

The following dates have been scheduled for 2001:

April 18
May 16
June 20
July 18

Local Inmate Data System   (LIDS)

REMINDER

- In addition to the LIDS Users Guide, the Compensation Board is in the process of developing an Audit Guide. Both guides will be available on the Compensation Board's website prior to 06/01/2001.

NEW LIDS AUDIT GUIDELINES

A new document entitled <u>LIDS Audit Guide</u> will be distributed and discussed at the Sheriff's Spring Conference later this month. Copies will also be mailed to all jail facilities. The guide contains three important sections: 1) We discuss good business practices for you to implement in your jail. Implementing some or all of these practices should make your next LIDS audit go a lot faster and easier. 2) The guide shows you exactly what the Compensation Board auditors will look at when they come on-site to conduct an audit. 3) Audit ratings have been changed to emphasize performance and the guide includes a new rating matrix.

The effective date of these new guidelines is **May 1, 2001**. Please be aware that this new audit guide replaces *all* previous communication regarding LIDS audits. Direct any questions you have about the LIDS audit program to Richard A Lampman, Manager of Policy and Planning, (804) 786-0786 x215 or *rlampman@scb.state.va.us*.

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REMINDER—07/01/2001 ENHANCEMENTS TO LIDS

As you are probably aware, the General Assembly has adjourned without making amendments to the budget approved effective July 1, 2000. We will keep you informed if any additional enhancements are needed due to legislative actions. Enhancements listed below came from LIDS users or from the LIDS Advisory Committee and go into effect 07/01/2001:

07/01/2001:

DNA Drawn Date: New Required Data field to provide the date that DNA sampling was drawn

DNA: Data field to record "yes" if DNA has been drawn

Local Inmate Data System (LIDS)

Conviction Date: New Required Data Field to provide the conviction date needed for DNA sampling

Offense Tracking Number: See Charge Standardization Project information below

New Forms Maintenance Reports: Commits vs. Releases, Average Daily Population (ADP), and Quarterly Voucher comparisons

New Inquiry Options: Ability to view quarterly vouchers and insurance number inquiry

Certification Message: Attached to the monthly certification screen will be a screen containing a comparision of the previous month's LIDS data to the current month's LIDS data.

REMINDER: CHARGE STANDARDIZATION PROJECT

'Charge Standardization Project' is underway. Offense will be tracked by an offense tracking number. This project is scheduled to be piloted in January 2002. The July 1, 2001, LIDS Batch File Layout will change to include this 15-character offense tracking number. This number will be on all forms. Magistrate and Court forms will include the 15-character offense tracking number. It will also include who originated the charge. Plans are for the Compensation Board to pull VCC information and statue information from the Magistrate System.

REMINDER: SECURID TRAINING

Local Inmate Data System (LIDS)

As mentioned in last month's LIDS Newsletter, the changes **are only for those offices using the dial-up toll free connection provided by the Compensation Board.** If the first username entered in your logon procedures is 'compbd', you will be assigned a security product, SecurID keyfob to access the Compensation Board's Website home page. If you do not enter 'compbd' as the first entry of your logon procedures, you are not using the toll free dial-up connection and this change does **not** affect your office at this time.

In order to assist with the deployment of the SecurID keyfobs to a large number of offices, we have started training users. Please check with your Sheriff or Regional Jail Superintendent to determine the date, location and time you have been scheduled for the new access training.